

CITY OF BURBANK

SOLID WASTE SUPERVISOR

DEFINITION

Under direction, to plan, schedule and supervise the work of crews in the collection, trucking, and disposal of refuse and recyclable materials; to oversee the City's commercial and residential refuse and recyclable materials accounts; and to do related work as required.

ESSENTIAL FUNCTIONS

Supervises, trains and evaluates employees; makes effective recommendations regarding hiring, promotions and transfers; effectively recommends and implements disciplinary action as needed, up to and including termination; assigns and dispatches employees and equipment to appropriate routes; monitors routing system, recommending route revisions as necessary to ensure maximum efficiency of service delivery; responds to customer inquiries and complaints; coordinates the establishment of new accounts and closing of old accounts; applies rate schedule and arranges for billing of new accounts; maintains liaison with private garbage and refuse contractors; gathers and analyzes statistical data; prepares statistical reports on the City's refuse and recyclable materials program; makes recommendations on methods to improve efficiency; maintains daily records and reports; conducts safety meetings and enforces safety regulations; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - methods, equipment, materials and operating practices used in the collection, trucking, and management of solid waste; traffic laws involved in equipment operations; safe operations of and safety precautions necessary in operation of equipment; the proper method of scheduling solid waste materials collection and routes; City streets; principles and practices of sound supervision, training, and performance evaluations.
- Ability to - analyze data and recommend improved methods of operation; maintain work records and reports; plan and supervise the work of others; communicate effectively orally and in writing; operate a computer; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from high school or equivalent and four years' experience in responsible solid waste management or related work.

License & Certificates: A valid California Class "B" driver's license or equivalent without air brake restriction at time of appointment.

SUPPLEMENTAL INFORMATION

None.